

### STEP 1:

Login to email account at <a href="https://owa.usm.my">https://owa.usm.my</a>



#### **STEP 2:** Fill in your email address





Unit Emel & Pengurusan Dokumen // April 2020 // ZMH // Page 1 of 5



#### STEP 3:





#### STEP 4: Choose 'Teams'

040	205			0.5							0	~~ · ·	
Office	365			, ○ Sear	ch						Q	¢ ?	
	Good aft	ernoon								Ins	tall Office 🗸		
	+ Start new	Outlook	OneDrive	Word	x)	PowerPoint	OneNote	SharePoint	<b>T</b> eams	Class	si Sway		
	Forms	A 33	) Stream	All apps						Notebook		U)	
											=		
	Recent Pinr	ned Shared	with me Di	scover							_	~	
			l with me Di Bahagian Infostru			Apr 1		Only you			=	~	
	Kehadi	ran Taklimat JD tlook & Teams -	Bahagian Infostru	ıktur		Apr 1 Mar 19		Only you Only you			=		
	Kehadi Ms Out Zaiyana	ran Taklimat JD tlook & Teams - Mohamed Hussair tlook & Teams	Bahagian Infostru simple	ıktur iness » »asses									

Unit Emel & Pengurusan Dokumen // April 2020 // ZMH // Page **2** of **5** 



### STEP 5:

Choose '...' ellipsis

	Microsoft Teams	Ľ	Search or type a command	Universiti Sains Malaysia 🗸 🛛 🎆
L Activity	Teams	V 🌆 🛛	Seneral Posts Files Staff Notebook EPD Sharepoint +	⊚ Team 1 Guest ····
E	Pinned		March 24, 2020	
Teams	General UEPD		Zaiyana Mohamed Hussain 3/247:01 PM Scheduled a meeting	
leams	Your teams		tenant check Tuesday, March 24, 2020 @ 9:15 PM	
Assignments	UEPD		Qia tenant check ended: 23s	0
Calendar	General Email	🚿 Hide	, April 6, 2020	
	Sharepoint	Manage team	hamed Hussain has removed Unknown User from the team.	
	VEPD Class	🗄 Add channel	it EPD started	
		Add member	r s from you	
	PB Pra Bengkel Dasar ICT PPK	Leave the tea	am Meeting ended: 1h 22m	👁 🕸 😨
~	PE Pentadbir Emel Jabatan	🖉 Edit team		
Apps	<b>—</b>	ල Get link to te	am Today	

## **STEP 6:** Choose 'Add member'

	Microsoft Teams	ľ	Search or type a command	Universiti Sains Malaysia 🗸 🛛 👘
L Activity	Teams	v 🌆 🛛	ieneral Posts Files Staff Notebook EPD Sharepoint +	
E	Pinned		March 24, 2020	
Teams	General UEPD		Zaiyana Mohamed Hussain 3/24 7:01 PM Scheduled a meeting	
ieams	Your teams		tenant check Tuesday, March 24, 2020 @ 9:15 PM	
Assignments	UEPD		Q tenant check ended: 23s	•
Calendar	General Email	🚿 Hide	, April 6, 2020	
	Sharepoint	🖏 Manage tear	hamed Hussain has removed Unknown User from the team.	
	VEPD Class	E Add chappel	it EPD started	
	PB Pra Bengkel Dasar ICT PPKT	은 Add member 能 Leave the tea		@ @ @ @
Apps	Pentadbir Emel Jabatan	<ul> <li>Edit team</li> <li>Get link to te</li> </ul>	, am Today	



### STEP 7:

Type in guest's email address and click 'Add'

< >					
Activity	Teams		UEPD ···		
E Chat			UCPD UCPD		
tini Teams	General UEPD		Add members to UEPD		_
â			Start typing a name, distribution list, or security group to add to your team. You can also add people dutside your organization as quests by typing their email addresses.		
Assignments	General	•••	chaiwaiyeng_efony@student.usm.my Add	Tags (1)	
Calendar			Add chaiwaiyeng_efony@student.usm.my as a		
Calls	Sharepoint				
<b>H</b> EIES	UEPD Class				
	Pra Bengkel Dasar ICT PPKT				
	Pentadbir Emel Jabatan				
	Bahagian Infostruktur PPKT		Close		
	HR				
H Apps	Office365TeamsTraining				
() Help					
	<b>)</b> Type here to search	Ū	H 🖪 🧕 🗢 🐁 🔕 🐝 🖭 🗷 🧕	s	¢≫ 📰 10:29 AM 4/9/2020 🛃

#### STEP 8: Click Close





# STEP 9:

Choose

	UEPD		
	Members Pending Requests Channels S	Settings Analytics Apps	
	This team has guests.		
	Search for members Q		.⊖⁺ Add member
	• Owners(1)		
	Name Title	Location Tags 🛈	Role
	Zaiyana Mohamed		Owner 🗸
	<ul> <li>Members and guests (4)</li> </ul>		
	Name Title	Location Tags 🛈	Role
	Mahadi Yusof		Member 🗸 X
🗸	Co chaiwaiyeng_efony (		Guest X
•••	Rodul Salleym Hafiz		Member 🗸 X
ŝ	Noor Hazizi Hassan		Member 🗸 🗙